

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

Out of Class Assignments

Civil Service Adviser

CIVIL SERVICE COMMISSION RULES AND POLICY REMINDER

Consistent with Civil Service Commission Rules and long standing policy and practice, the Civil Service Commission is again reminding all department heads, personnel officers, managers, supervisors, and employees that out of class assignments must be properly documented.

Civil Service Commission Rules and policy require that out of class assignments must be recorded and placed in the personnel file contemporaneous with the assignment. Assignments that are not recorded in accordance with this policy will NOT be credited as experience in examinations.

RIGHT OF ASSIGNMENT

Department heads have very broad discretion in the assignment of employees. However, work assignments of employees under the authority of the department head must be consistent with the kind of duties and level of responsibility of the employee's class (job code). These assignments, although consistent with the class (job code), may not always be listed in the class specification.

WHO IS RESPONSIBLE?

Both management and employees have responsibility to see that the assignments of out-of-class job duties are correctly documented and placed in the personnel file.

COLLECTIVE BARGAINING AGREEMENTS

Collective Bargaining Agreements (CBA) may have provisions on the compensation of out-of-class assignments. The provisions in Collective Bargaining Agreements are limited solely to compensation.

QUALIFICATIONS DETERMINED

The Human Resources Director/designee is responsible for reviewing the duties performed and appropriate documentation to make a judgment on an individual's qualifications and any credit that may be applied toward examinations. This decision is subject to appeal to the Civil Service Commission.

QUESTIONS?

EMPLOYEE RELATIONS DIVISION	557-4990
MERIT SYSTEM SERVICE	557-4923
RULES/ACTIVE APPEALS - CSC	252-3247



The San Francisco Civil Service Commission

- Karen Clopton, President
- Rosabella Safont, Vice President
- George Kosturos, Member
- A. Lee Munson, Member
- Adrienne Pon, Member
- Kate Favetti, Executive Officer